



**Executive Committee Board Meeting  
Tuesday July 9, 2019**

**Present**

Jim Sugarman  
Col. Jose Thomas-Richards  
Faith Myer  
Jim Cioffi

**Phone**

Barbara Pembamoto  
Barbara Fretwell  
Lesley Vestrich

**Staff**

Debbie Rupani  
Saintanise Eloisin  
Trish Ernst  
Marina Ford

**Guest**

Mike Dyer, Chair, ADRC Foundation

**Welcome and Call to Order** — Jim Sugarman called the meeting to order at 8:39 a.m. and asked if anyone had questions about the Executive Committee minutes.

**Acceptance of Minutes**— Jim Sugarman accepted the following minutes:

- EC Meeting June 11, 2019

**Financial Report**

**Cutting Costs** – Jim Sugarman & Mike Dyer

Ways of cutting costs without affecting service delivery are still being researched. Jim reported that payroll has been reduced biweekly by \$30,000 and travel expenses have been reduced. These reductions will likely be seen in the 2nd quarter finance reports.

Mike and Jim have also requested that they receive a breakdown of Information Technology communication expenses so it can be determined what expenses are recurring vs. one time only. Mike and Jim have also asked for a list of leases on computer equipment showing the length of term for each. Faith Myer reported that the Board of Directors knew of some of the expenses but were told that these expenses would be offset through the interest of other Area Agencies on Aging using the communications network. The Board of Directors did not ask to see the commitments from the other organizations. Jim Sugarman noted that during conversations with other Area Agencies on Aging he has found that though Jaime had indicated there was great interest, the AAAs around the state, they were discouraged from joining the collaboration of communication/IT software venture.

Mike explained that one idea of moving staff from the SHINE suite into the main building and then sub-leasing that SHINE space is being entertained as well as just getting out of the lease. Jim Cioffi

volunteered to review current building leases. Mike will include Jim Cioffi in any future meetings with the building landlord.

#### **1st Quarter Update – Faith Myer**

Faith Myer and Marina Ford presented the Income Statement for Total Company, Balance Sheet and Aged Payables by Due Date reports. Taking into consideration the monies owed to the Palm Beach County Division of Senior Services, on the Line of Credit and Aged Payables Due over 90 days, the organization owes approximately \$1,900,000.00.

The Executive Committee requested that Marina breakdown the categories currently listed on the Income Statement so they could see the items included under each category.

Mike is working with our Fiscal Department to keep on top of expenses and is working on a plan to pay Palm Beach County Division of Senior Services the funds they are owed. Mike and Jim will be meeting with representatives from the Division of Senior Services.

#### **Contract Items – Marina Ford**

- 2019-2020 Home Care for the Elderly (HCE) - \$791,222.00
- 2019-2020 Community Care for the Elderly (CCE) - \$5,541,721.00
- 2019-2020 Local Services Provider (LSP) - \$92,946.00
- 2019-2020 Alzheimer's Disease Initiative (ADI) - \$5,423,814.00
- 2019-2020 Victims of Crime Act (VOCA) 15th Circuit - \$137,453.00
- 2019-2020 Victims of Crime Act (VOCA) 19th Circuit - \$97,132.00

Marina Ford gave a brief overview of the contracts explaining what each program is about. Marina also identified which contracts contain a portion of funding kept by the ADRC for administration expenses and which ones were strictly pass through dollars. **MOTION: Motion to approve the Home Care for the Elderly, Community Care for the Elderly, Local Service Provider, Alzheimer's Disease Initiative, Victims of Crime 15th Circuit and Victims of Crime 19th Circuit contracts as presented (Cioffi/Myer). Motion carried unanimously.**

#### **Chair's Report – Jim Sugarman presented the following:**

- CEO Search – Secretary Prudom received the information for the top three CEO candidates. He came back asking to see the resumes for all 5 candidates and noted that he would be calling several of the candidates. These calls, as well as all background checks, have been completed and Jim Sugarman is now waiting for Secretary Prudom to call with his recommendation. It was noted that Secretary Prudom advised Jim Sugarman that he is following this process as well in the search for a new CEO in Orlando.
- Mike and Col. Jose Thomas-Richards met at the United Way of Palm Beach County with Secretary Prudom along with other people whom the Secretary asked to be present. Col. Thomas-Richards gave a brief report about the meeting and noted that he found Secretary Prudom to be very supportive. Mike Dyer agreed that Secretary Prudom seemed very

supportive. The people present expressed support and Secretary Prudom once again indicated that PSA 9 would not be defunded by the State Department of Elder Affairs (DoEA).

- PR and Fund Development Meeting – Board of Directors, Advisory Council members and staff have been invited to a meeting on July 30th to develop ideas for fundraising events and to discuss ways of increasing the organizations social media presence.
- Foster Grandparent Program – Mike and Jim along with Sara Humphries, the FGP Program Director, met with the United Way of Palm Beach County to talk about the continuation of the funding match from the UW for the Foster Grandparent Program. The Foster Grandparent Program has a commitment from the Corporation for National and Community Services to continue funding however match dollars of \$230,000.00 must be in place before this can be accepted. The United Way has provided the match dollars in previous years however with Nonprofits First placing the organization in a suspended status this funding is in jeopardy. Nonprofits First has said they will not finalize the organization's certification until the forensic audit has been completed. The loss of this program would affect four staff plus one manager position. Jim Sugarman relayed that it may be possible to spin the program off to another organization willing to take on a new program. Jim Sugarman was asked if anyone tracks the success of the program and he reported that the national organization does track how well the students do in the future and has found the program to be very successful. The FGP has been a part of our AAA for over 25 years.
- New Board Members – Lew Silverman and Dan Lanman have expressed interest in joining the Board of Directors. Mr. Silverman is from Palm Beach County and Mr. Lanman is from Martin County. Jim Sugarman will be sending both applications and will share the applications and bios, when they are returned, with Col. Thomas-Richards for his review.
- SWOT (Strengths, Weaknesses, Opportunities & Threats) Analysis was completed by staff members. The results of the staff analysis will be presented at the July 23rd, 2019 Board of Directors meeting and Board members will be given an opportunity to participate in the process.
- Personnel and Employee Handbook Updates – Human Resources will have updates ready for the Board of Directors meeting on July 23rd.
- Forensic Audit – Jim reported that no date has yet been determined for the start of the forensic audit. At this time Daszkell-Bolton is in the process of working on the 2018 annual audit.
- Mike and Jim will be meeting with BMO Bank later this week to talk about the current Line of Credit and Ann Marie Winter, the Executive Director from PSA Pinellas Pasco County.

### **Centers of Excellence Updates:**

**Helpline Update** – Saintenese Eloisin, standing in for Kim Clawson, shared the following updates.

- The Helpline is currently experiencing a high turnover of staff. As a result there has been some reassignments of duties.
- In Medicaid/Medicare there have been 2 recent resignations. Only one of these positions will be back filled with a bilingual staff person.
- Saintenese reported that there have been several recent Medicaid releases. On June 23rd, 2019 there was a release of 225 clients and another 202 clients just this week. The

department is also working on releases dating back to February. Each client has six months to complete the process.

- Reassessments of clients are currently behind schedule due to staff shortages and because staff that had been reassigned to help with the reassessments had to be pulled back to help with the Medicaid releases.

**Newsletter/PR & Fund Development** – Trish Ernst shared the following updates:

- A monthly digital newsletter communication is being developed. Trish Ernst is working with Silke Montoya to review and decide which electronic formats will work best for the envisioned newsletter. A newsletter will be released the first week of each month. The first newsletter will be sent this week via email. Each newsletter will contain sections highlighting events, volunteers, staff and success stories.
- PR & Fund Development – It was reported that during the June 2019 staff meeting staff brainstormed various fundraising ideas. This led to staff expressing interest in being part of committee to develop further these ideas. To this end, a meeting was set for July 30th and Board of Directors, Advisory Committee members and staff have been invited to attend. The Public Relations portion of the meeting will focus on building the organization's profile in the community.
- The final gross and net figures from the Prime Time event have not yet been received. A report will be presented at the Board of Directors meeting on July 23rd, 2019.

**Human Resources**

- On Karen Roberts' behalf, Jim Sugarman covered the Human Resources update in the Chair's report.

**Old Business** - None

**New Business** – None

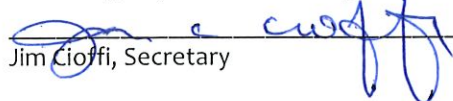
**Board Comments**

Faith Myer discussed with the Executive Committee her concerns that the Board of Directors was not fully aware of the fiscal wrongdoings. As the Chair of the Financial Committee she offered her resignation. Members of the Executive Committee voiced their support of Faith and Jim suggested that this item be added to the Board of Directors meeting agenda for further discussion.

Col. Thomas-Richards asked when Jim Sugarman thought they would reach the conclusion of the investigative process. Jim and Mike thought that this would not be fully completed until the end of a forensic audit, which as per Secretary Prudom will begin in early July. Jim noted that at this time the Palm Beach Post has asked to be informed when a new CEO has been hired.

**Quorum** – was met

Meeting adjourned at 10:32 a.m.

  
Jim Cioffi, Secretary